

**Travel & Expense Management System  
Steering Committee Minutes  
November 29, 2005**

**Attendees:**

Present: Jim Brittain (SAO), Mark Johnson (WSDA), Jay Minton (DSHS), Denise Doty (DOC), Tom Parma (DIS), Sadie Hawkins (OFM), Bret Brodersen (OFM), Larry Johnson (OFM), Kent Andrus (OFM), Allen Schmidt (OFM), Glen Tapanila (OFM)

Absent: Sharon Elias (L&I), Connie Robins (DIS)

**Deliverables - Requirements:**

The OFM Team completed the Software Requirements Specifications (SRS) and distributed them to the Steering Committee. The SRS will be soon out on the TEMS web site.

The User Group and the OFM Team reviewed and prioritized the functional requirements over a series of eight meetings in September through November. User Group member attendance over the eight weeks was very good. We never had fewer than nine people attend a work session. After the eight sessions, the OFM Team did some final cleanup for consistency and completeness.

The OFM Team developed the technical requirements and used OFM internal reviewers.

The OFM Team logged issues that arose during the SRS development into a "Parking Lot". There were 99 issues in all. Thirty-one issues are still open. The other 68 are resolved. We noted the discussion points around the issues in the Parking Lot and/or in the requirements of concern.

The SRS will be the single authoritative document that describes the functions of the system. When TEMS is in product, the SRS will describe the core requirements for the production application. As TEMS is modified, the SRS will be modified to reflect the changes.

**Action Item:** Glen will send Steering Committee the Business Rules document.

**Deliverables – Viable Alternatives:**

The OFM Team identified four alternatives for travel & expense management solutions:

1. Application Service Provider. These vendors provide a hosted service. The software runs on the vendor's servers and the vendor controls the application.
2. Commercial Off-the-Shelf. These vendors sell us the software. We load it on our servers and manage the product ourselves.
3. Enterprise Resource Planners. These vendors offer a complete suite of financial and administrative products. The suite typically consists of tightly connected processes and controls. Travel & expense management is simply one product in the complete suite.
4. Build our own. We would develop the application ourselves with perhaps the use of consultants.

### **Roadmap Considerations – Change Request CR001:**

OFM's Roadmap Project recently published a set of recommendations meant to move travel & expense management processes toward to a more enterprise and more effective direction. The recommendations include:

- Implementing policies for best practices across the state.
- Enterprise solutions around travel data and information.
- Reviewing vouchers on a sampling basis.
- Mandatory use of state credit cards for miscellaneous travel and other expenses (except meals).
- Dropping the 3-hour rule in favor of reimbursing 75% of the per diem for the first and last days of a trip.
- Dropping advances.

These recommendations require some enablers in place before they can be implemented (e.g., policy changes, statute changes, stakeholder discussion & approval, partnerships with other agencies & private vendors, labor relation discussions, and other components of the Roadmap that may need to be in place first).

DSHS noted that the Cost Allocation for expenses is complicated and may not be positioned correctly in the Roadmap model.

The OFM Team has prepared a Change Request (CR001) that would create a new deliverable in the Feasibility Phase – a Conceptual Approach that would consider the Roadmap recommendations.

The Conceptual Approach would include a core TEMS system whose functionality would be defined with consideration for Roadmap recommendations. The core TEMS technical architecture would support thin-client deployment and accessibility for impaired users. The technical architecture also needs to support a modular structure where sets of features to support the Roadmap recommendations can be added as the enablers are in place.

The current OFM Team is a software development / implementation team. To work on the enablers, other resources need to be involved. The governance of the enabling effort still needs to be defined and the business owner(s) of the new processes needs to be clearly identified.

**Approved:** The Steering Committee approved the basic direction outlined above and the request from the OFM Team to complete work on the Change Request by Dec. 9, 2005. The Change Request will outline the changes to the project tasks, schedule, and deliverables. There will be a virtual discussion about the change request.

**Action Item:** Glen will provide the Steering Committee with CR001 by December 9 and will coordinate discussion around the CR001.

**Next Meeting:** Jan. 24, 10:30 – 12:00, Point Plaza 1<sup>st</sup> floor conference room. Please let Glen know if you cannot make this time. We will try to accommodate as many members as possible.